

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

STATE POLICE FORENSIC TECHNICAL LEADER

JOB DESCRIPTION

Employees in this job function as statewide technical leaders within the Michigan State Police, responsible for managing the technical operations of a forensic discipline. Typical assignments are carried out in a laboratory environment. The work requires knowledge of analytical techniques used in scientific analysis, knowledge of law enforcement operations, and knowledge of the operational and technical problems involved in the administration of a specialized forensic program. State Police uniform personnel have the authority to enforce the general criminal laws of the state and may be used in other law enforcement areas in case of an emergency.

There is one classification in this job.

Position Code Title - State Pol Forensic Tech Leader

State Police Forensic Technical Leader 15

The employee functions as the statewide technical leader of a forensic discipline within the Michigan Department of State Police. There are seven forensic disciplines within the Forensic Science Division (FSD): Biology/DNA, Controlled Substances, Crime Scene Response, Firearms/Toolmarks, Latent Prints, Toxicology, and Trace Evidence.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Ensure compliance with international accreditation standards.

Establish and maintain procedural consistency among statewide units.

Develop performance metrics in collaboration with FSD Administration.

Consult with Laboratory Directors and/or FSD Administration regarding the expected level of technical competence and case completion of the analytical staff.

Ensure appropriate audits are conducted.

Prepare the respective disciplines for annual American Society of Crime Laboratory Directors/Laboratory Accreditation Board(ASCLD/LAB) ISO 17025 surveillance visits.

Monitor, report, and resolve any potential quality assurance problems with forensic testing and recommend preventive measures to improve the overall quality system.

Develop and implement new procedures, policies, and guidelines for the scientific testing of forensic evidence submissions. Review policies and procedures annually and revise where necessary.

Review and document the evaluation of internal/external audit documents and, if applicable, approve corrective actions.

Design and implement remediation programs as a result of annual audits of the forensic laboratories.

Conduct unit staff meetings and conferences to discuss technical problems, equipment issues, and status of programs and projects.

Research and identify potential external funding sources and make recommendations to the Division Director.

Oversee the statewide procurement and maintenance of analytical equipment, including the establishment of related contracts.

Monitor and respond to Daubert challenges, discovery orders, court orders, and other judicial related inquiries in a forensic discipline.

Provide assistance and guidance to scientists in legal and judicial matters.

Identify staff development and training needs and ensure training is obtained.

Provide training for developing forensic scientists in laboratory examinations, reporting, and testifying procedures.

Develop training programs for all levels of police officers and laboratory scientists in evaluation and interpretation of physical evidence.

Distribute and review proficiency tests.

Review and document the evaluation of academic transcripts and training records for newly qualified analysts, and approve their qualifications prior to their conducting independent casework analysis.

Coordinate and conduct research in the areas of the given forensic discipline for the purposes of protocol development and continued advancement of the science.

Interact with the scientific community for the exchange of information.

Participate on national committees.

Author and present technical papers at seminars and meetings.

Evaluate and document approval of all validations and methods used by the laboratory and propose new or modified analytical procedures.

Participate in the examination and analysis of cases and evidence.

Testify in court as an expert witness, and monitor and critique other expert witness testimony provided by forensic scientists.

Direct the testing and analysis of a variety of samples, specimens, products, or materials by following standardized chemical/biological procedures.

Coordinate and review qualitative and quantitative examination of human tissues, blood samples, other specimens, arson evidence, etc.

Adapt methods and procedures to address unusual or unique situations at crime scenes.

Conduct ASCLD/LAB-International ISO 17025 and ASCLD/LAB-Supplemental Self-Audits of other laboratories within the State of Michigan Laboratory System.

Conduct ASCLD/LAB-International ISO 17025/ASCLD-Supplemental Assessments of other laboratories within the United States and worldwide as required by ASCLD/LAB agreements.

Recommend to FSD Administration the initiation, suspension, and resumption of analytical operations for the laboratory and/or an individual.

Approve the technical specifications for outsourcing agreements.

Performs related work as assigned.

Additional Job Duties

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Additional Job Duties for State Police Uniform Personnel

Participates in criminal investigations, effects arrests of suspected criminals, and responds to civil disorders requiring personal confrontation and use of physical force, as required.

May be required to perform the full range of law enforcement officer duties as described in the composite position description for the State Police Trooper 10/11 and is required to carry a firearm.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the ASCLD/Lab-International ISO 17025 accreditation standards.

Extensive knowledge of analytical techniques and equipment used in scientific analysis.

Thorough knowledge of departmental rules, regulation, policies, and state and federal laws.

Thorough knowledge of the rules of evidence and other standards governing the use of evidence in the criminal justice system.

Thorough knowledge of the court system, court procedures, and appropriate court decisions of state and federal laws.

Thorough knowledge of the application of chemical laboratory tests used in crime detection.

Thorough knowledge of current methods and technical phases of criminal investigations.

Thorough knowledge of state and federal regulatory agencies.

Thorough knowledge of equipment used and its care.

Thorough knowledge of public speaking techniques.

Ability to lead and oversee a forensic discipline.

Ability to communicate effectively.

Ability to perform laboratory procedures, tests, and analyses required in the work and to interpret results obtained.

Ability to apply analytical and scientific techniques in the evaluation of evidence and in the conducting of investigations.

Ability to lead forensic staff including State Police uniform personnel.

Ability to make decisions, maintain composure, and take appropriate actions under pressure and in emergencies.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to identify training needs and initiate appropriate training methods.

Ability to operate a motor vehicle.

Ability to meet the public and gain the cooperation of others.

Additional Knowledge, Skills, and Abilities

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Additional Knowledge, Skills and Abilities for State Police Uniform Personnel

Thorough knowledge of law enforcement management, including the principles, concepts, theories, and practices of police work.

Working Conditions

Some jobs may expose an employee to the risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

Employees may be required to work on a rotating shift.

Employees are required to be available for duty 24 hours a day, including holidays.

Employees may be subject to transfer on a temporary or permanent basis anywhere in the state.

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work in a hostile environment.

Some jobs require an employee to work in adversarial situations.

Physical Requirements

The job duties require an employee to work under stressful conditions.

The job duties require State Police uniform personnel to be absent of any physical limitation which would impair effective performance in the Michigan Department of State Police.

The job duties require an employee to stand for long periods.

Education

Biology/DNA - Possession of a master's degree in a biology-, chemistry-, or forensic science-related area and successful completion of twelve semester or equivalent credit hours from a combination of graduate and undergraduate course work covering the following subject areas: biochemistry, genetics, molecular biology, and statistics or population genetics.

Controlled Substances - Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

Crime Scene Response - Possession of a bachelor's degree in forensic science, criminal justice, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

Firearms/Toolmarks Specialty - Possession of a bachelor's degree with a major in physical science, natural science, forensic science, criminal justice, or a related pure or applied science.

Latent Prints - Possession of a bachelor's degree with a major in natural science, criminal justice, forensic science, or a related pure or applied science.

Toxicology - Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

Trace Evidence - Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

Experience

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One year of experience equivalent to a State Police Laboratory Manager 14; or three years of experience equivalent to a Forensic Scientist 12 or a State Police Specialist (Sergeant) 12 in the State Police Forensic Science Division.

Special Requirements, Licenses, and Certifications

Possession of a valid Michigan driver's license.

State Police uniform personnel must be absent of a criminal record of felony convictions which would prohibit the applicant from receiving, possessing, and carrying a firearm.

Specific positions require applicants have experience in specialized areas.

Maintains professional memberships in organizations affiliated with forensic science standards and requirements and adheres to all ethical, programs, and other mandates of these organizations.

The Biology/DNA Technical Leader must successfully complete FBI sponsored auditor training within one year of appointment to the position, if not obtained prior to appointment.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

STAPOLFOR

Job Code Description

STATE POLICE FORENSIC TECHNICAL LEADER

Position Title

State Pol Forensic Tech Leader

Position Code

STAPLDR

Pay Schedule

NERE-271

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09/01/2013